



VILLAGE OF KEY BISCAYNE

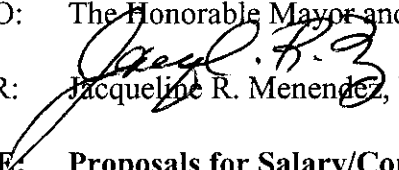
Department of Finance and Administrative Services

Village Council

Robert Oldakowski, *Mayor*
Jorge E. Mendia, *Vice Mayor*
Martha Fdez-León Broucek
Carol Diaz-Castro
Mortimer Fried
James L. Peters
Robert L. Vernon

DT: October 21, 2003

TO: The Honorable Mayor and Members of the Village Council

FR:  Jacqueline R. Menendez, Village Manager

RE: **Proposals for Salary/Compensation Survey for Village Employees**

RECOMMENDATION

As recommended by Village Council, the Village proposes to advertise an Invitation to Bidders to provide a salary and benefits survey at a competitive cost to ascertain that current salary and compensation of Village employees is competitive. Goals should be established wherein compensation is linked to measurable and specific performance objectives and deliverables and the survey should provide a total compensation philosophy, which includes base plus performance incentives, job descriptions detailing functional responsibilities, and provides recommendations on long-term total compensation considerations.

BACKGROUND

Quantifying and qualifying compensation for our municipality can help us effectively attract and retain the most qualified employees at the most competitive rates. Village Management desires to foster and implement an on-going process to provide a clear definition of compensation metrics which will offer employees productive incentives and reduce costly turnover and unnecessary wage expenses. The survey should offer a detailed analysis of our current compensation package as compared to other regional municipalities, based on a comparable community size and job market, not only within, but outside our economic area. The cost to conduct this survey is estimated at \$25,000.